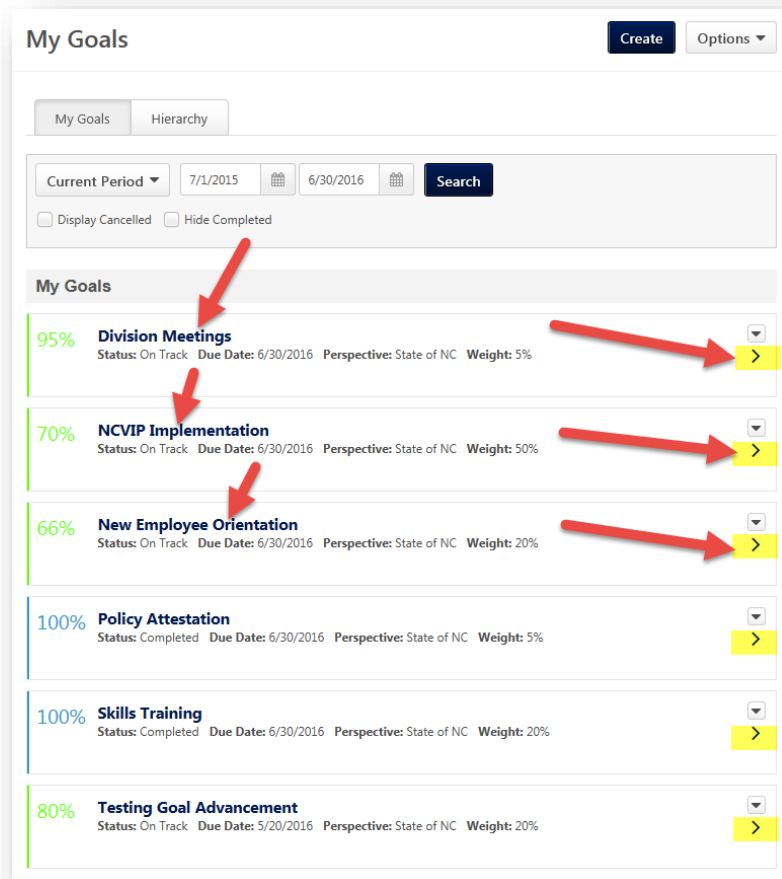


## Job Aid – Updating Your Goals – AFTER JULY 1, 2016

1. Log into NCVIP. Hover over Performance, click on Goals.



2. Click on the goal you want to update OR on the right-facing arrow under the drop-down box beside the goal you want to update. Either will expand that goal, enabling you to update.



3. Review your goal information. You may manually update the percentage of your goal progress by entering the percentage to the right of each task. You can add attachments by clicking the “Choose File” link under the Attachments

### My Goals

CreateOptions

My GoalsHierarchy

Current Period7/1/20156/30/2016Search



☐ Display Cancelled☐ Hide Completed

#### My Goals

95% **Division Meetings**  
Status: On Track Due Date: 6/30/2016 Perspective: State of NC Weight: 5%

Goal Description:  
Meet with Division Leaders and learn Division roles and responsibilities for their group.  
Start Date: 7/1/2015  
Goal Category(s): Administrative Support

##### Tasks

	Description:	Start Date:	Due Date:	Weight:	Progress:
	Request meeting with division directors and/or their management to tour facilities, job shadow, enquire as to their... <a href="#">read more</a>	7/1/2015	6/30/2016	50%	95
	Follow up on requested training by communicating to Division Director and Personnel Contact as to time... <a href="#">read more</a>	7/1/2015	6/30/2016	50%	95

##### Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1mb

4. You can add comments by clicking in the space marked “Add Comment,” and either type or copy and paste your comment. Click “Add” then click “Close. Repeat these steps for all of your goals.

